

# Facilities Maintenance

- Rear Detachment Responsibilities
  - Operation/Maintenance of Buildings
  - Barracks Utilization Report
  - Key Control
  - Service Orders
  - Work Orders
  - R&U Support IAW Building Occupancy Guide
  - HAZMAT
  - ECO/ECA

<http://pwbc.bragg.army.mil>

Click on Building Occupancy Guide

# Building Occupancy Checklist (All Times)

- ☐ Clean roof drains/gutters
- ☐ Inspect handicap ramps
- ☐ Verify that outlets, switches, thermostats, etc. are not blocked
- ☐ Verify that nothing is run within drop ceiling
- ☐ Verify that nothing is hanging on the drop-ceiling grid
- ☐ Verify that there are no personal or unit-owned items in mechanical rooms
- ☐ Remove trash from rooms to eliminate pest problems
- ☐ Avoid excessive use of power strips
- ☐ Do not wash TA-50 in unit washers/dryers or sinks
- ☐ Ensure no unauthorized items are attached to the building (interior or exterior) or placed on the roof
- ☐ Ensure key control is maintained at all times
- ☐ Maintain landscaping within 50 ft of building

# Pre-Deployment Checklist (Rear Det)

- ☐ Ensure key control is maintained
- ☐ Ensure telephone/cable etc in unoccupied rooms have been terminated
- ☐ Empty, clean and unplug all refrigerators and ensure door is left open to prevent mold
- ☐ Ensure all trashcans are emptied and cleaned
- ☐ Unplug all electrical appliances, TV's, VCR's, Clocks, Toasters and Microwaves
- ☐ Remove all perishable foods and candy items
- ☐ Turn off all ceiling fans and lights
- ☐ Ensure curtains are drawn in the unoccupied rooms
- ☐ Ensure no pets are left

# Building Occupancy Checklist (Rear Det)

## Daily:

- ☐ Walk through all buildings. Look for obvious deficiencies (leaks, broken windows/doors, inop HVAC, lights, etc) and security.
- ☐ Verify key control

## Weekly

- ☐ Inspect buildings ensure all unnecessary lighting is off, all windows and doors closed and locked, inspect individual rooms and latrines
- ☐ Verify all conditioned areas are at proper temperature
- ☐ Ensure no faucets are running or dripping
- ☐ Inspect rooms for air conditioning condensate leaks during summer
- ☐ Ensure curtains are drawn in the unoccupied rooms
- ☐ Unplug all electrical appliances
- ☐ Remove all perishable foods and candy items
- ☐ Turn off all ceiling fans
- ☐ Ensure all trashcans are emptied
- ☐ Inspect top floor or attic to verify no roof leaks have developed

## Monthly

- ☐ Flush toilets and run sink/shower water
- ☐ Pour water in floor drains

# Environmental Compliance

- All Rear Detachments must have a trained Environmental Compliance Officer (ECO) and Environmental Compliance Assistant (ECA).
  - To register for training, contact your G-3 schools or Mark Goodwin at 432-8439 or [goodwinm@bragg.army.mil](mailto:goodwinm@bragg.army.mil).
- In case of a spill, call 911.
- For Environmental Compliance Assistance contact the Compliance Assistance Team (CAT) at 432-8439/8445/8450/8903.
- For turn-in of excess materials or POL, contact the Hazardous Materials Control Center (HMCC) at 396-1818.
- For disposal of hazardous waste, call the Public Works Business Center (PWBC) Hazardous Waste Reclamation Office (HWRO) at 396-2141.
- For further information on environmental compliance issues goto [www.bragg.army.mil/envbr](http://www.bragg.army.mil/envbr)